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ABSTRACT

Eleven articles and reports published between 1980 and 1984 and cited in "Resources in Education" and "Current Index to Journals in Education" are listed in this bibliography on microcomputers in libraries. Emphasis is on microcomputers in public and school libraries and topics included are factors that should be considered before purchasing a computer; hardware and software selection; support materials; administrative considerations; staff development and patron workshops; possible applications of microcomputers in libraries (including cataloging, circulation, acquisitions, serials control, reference and database systems, and administration); applications in school library media programs; examples of specific applications; and current and future trends. In addition to bibliographical information and the annotations, ERIC accession numbers are provided. (THC)

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MICROCOMPUTERS IN LIBRARIES: LIBRARY ADMINISTRATION

A Selected ERIC Bibliography

Citations in this bibliography were selected from the Educational Resources Information Center (ERIC) indexes Current Index to Journals in Education (CIJE) and Resources in Education (RIE).

Bird, Pristen; And Others. Tracking down the "right" computer: How to choose the one that's best for you. Electronic Learning, January 1984, 3(4), 39-49.

Discusses factors that should be considered before purchasing a computer, given the objectives of computer literacy. A chart showing prices and features of currently available microcomputers is included.

Edmonds, Leslie. Taming technology: Planning for patron use of microcomputers in the public library. Top of the News, Spring 1983, 39(3), 247-251. (Available UMI: EJ 281 411)

Describes introduction of microcomputer services at the Rolling Meadows (Illinois) Public Library), noting funding, purchase of an Apple microcomputer, placement of the terminal, software, staff development, and patron workshops. Rules for computer use and Apple computer worksheet (logging on, useful tips, logging off, and activities) are included.

Fosdick, Howard. Library microcomputers: Some notes gained from experience. Wilson Library Bulletin, April 1984, 58(8), 558-561. (Available UMI: EJ 297 059)

Responses to librarians' questions about library microcomputers cover simple applications to be used by staff with little experience, minimizing risk factor, choosing a microcomputer, hardware obsolescence, uses of mainframes and minicomputers, capacity planning for microcomputers, security of library's data, copyrighted software, and future use of microcomputers.

Freund, Alfred L. Microcomputers: "A new era at Ramapo Catskill." Library Journal, June 15, 1983, 108(12), 1217-1219. (Available UMI: EJ 285 618)

Discussion of the use of microcomputers in a cooperative public library system notes library management applications in areas of clerical work, word processing, book ordering, inventories, special collection catalogs, mailing lists, and a union list of serials.

Griffiths, Jose-Marie; King, Donald W. New technology and the public library. Final report and executive summary. Washington, DC: Office of Libraries and Learning Technologies, 1983. (ERIC Document Reproduction Service No. ED 223 258; MF-$.97/PC-$10.90).

This report presents current and potential library applications of new technologies, issues surrounding their introduction into public libraries, and activities suggested for use during the introduction procedure. Sixty-one references, a glossary, and a list of consulting firms are provided.

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Harvie, Barbara; Anton, Julie. Is there a microcomputer in your future? ComputerTown thinks the answer is "yes". Top of the News, Spring 1983, 39(3), 275-28 (Available UMI: EJ 281 415)

The services of ComputerTown, a nonprofit computer literacy project of the People's Computer Company in Menlo Park, California with 150 worldwide affiliates, are enumerated including getting started, funding sources, selecting hardware, software selection, support materials, administrative details, special offerings (classes, events), and common problems.

Lathrop, Ann; May Curtis. The amazing library computer. Electronic Learning, February 1983, 2(5), 68-71.

Examines how school libraries are using the microcomputer as educational media (computer-assisted instruction. educational games) and library management tools (database management systems and word processing). Four innovative programs in Colorado, Minnesota, Illinois, and Oregon are profiled. Additional resources on microcomputer applications and software possibilities are noted.

Lundeen, Gerald. The role of microcomputers in libraries. Wilson Library Bulletin, November 1980, 55(3), 178-185. (Available UMI: EJ 242 777)

Describes the functions and characteristics of the microcomputer and discusses library applications including cataloging, circulation, acquisitions, serials control, reference and database systems, administration, current and future trends, and computers as media. Twenty references are listed.

Walton, Robert A. Microcomputers and the library: A planning guide for managers. Austin, TX: Texas State Library, Department of Library Development, 1982. (ERIC Document Reproduction Service No. ED 225 539; MF-$.97/PC-$7.40.)

This manual was designed to provide the library manager or supervisor with a basic understanding of microcomputer hardware, software procurement, and supervision. Extensive appendices and references are provided.

Wismer, Donald. A basic program for invoicing Dialog subscription accounts. Online, July 1983, 7(4), 51-59. (Available UMI: EJ 284 267)

Description of statewide multiple-password subscription service offered to users of Dialog Information Services by the Maine State Library discusses cost effectiveness and billing procedures. A microcomputer program for a TRS-80 Model III used to formulate each member's monthly billing from the main Dialog bill is included.

Woolls, Blanche; And Others. The use of technology in the administration function of school library media programs. Executive summary. Washington, DC: Office of Libraries and Learning Technologies, 1982. (ERIC Document Reproduction Service No. ED 225 553; MF-$.97/PC-$2.15)

Conclusions of a study of current use of technology in the administration of school library media programs and in school library/public library cooperation are summarized. 26 trends in technology utilization are listed for the administrative categories of technical services, scheduling, circulation, security systems, information retrieval, and others.

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All citations with EJ numbers are journal articles from CIJE and can be obtained from a library, borrowed through interlibrary loan, or ordered through UMI, 300 N. Zeeb Rd., Ann Arbor, MI 48106 ($10.00 per article), if so indicated. Those with ED numbers are from RIE and can be read at an ERIC microfiche collection or ordered in microfiche or paper copy from EDRS, P. O. Box 190, Arlington, VA 22210.

October 1984

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